

*file: Defense*

8 August 1977

MEMORANDUM FOR: Chief, Information Systems Analysis Staff  
FROM : Chief, Agency Archives & Records Center  
SUBJECT : Meeting with the Chief of the Department  
of Defense (DoD) Records Declassification  
Program

1. On the morning of 5 August, I called upon Mr. Norman Van Cook, Chief of the DoD records declassification program, at his office in the Pentagon for the purpose of obtaining written permission to declassify or exempt from declassification DoD documents found in the declassification review of Agency files.

2. Van Cook introduced Mr. Jack Ritzert as Chief of Requirements Division, served coffee, and invited me to hold forth. I said I hoped it could be the other way around in that our program was new and we had everything to learn. Van Cook said he had been involved with the program throughout the 1970's and currently was working with the Interagency Classification Review Committee on Presidential Review Memorandum 29 which formulates a new executive order for declassification review.

3. Van Cook confidently stated the new order would reduce the mandatory review from 30 to 20 years, although foreign documents shared with the United States by originating governments would probably continue to be reviewed when they reach 30 years of age. It would also define for the first time "intelligence sources and methods" and require all departments and agencies to publish and promulgate within 180 days declassification guidelines applicable to 20-year old records. He added "FYI" that Presidential decisions are expected on 17 August and that the draft executive order could be staffed out for agency reviews as early as 22 August.

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4. DoD already has prepared two sets of declassification guidelines--one covering pre-1946, and the other pre-1950 records. These have been furnished to the Archivist of the United States for his use in reviewing 30-year old DoD records. Using these guidelines during the first half of 1977, the accomplishments of the 23 DoD personnel employed in declassification tallies by organization as follows:

<u>Organization</u>	<u>Pages Reviewed</u>	<u>Amount Declassified</u>
Army	5 million	100%
Navy	14.4 million	95%
Air Force	2.49 million	75%
JCS	.26 million	88%
NSA	19,000	88%

Both Ritzert and Van Cook repeated several times their beliefs that CIA records would be much more difficult to review and declassify because of the need to protect intelligence sources and methods.

5. Van Cook said the new executive order would impact heavily on DoD, now employing 23 people solely with declassification. The people that I have recently met at JCS and NSA are numbered among the 23. Direct labor costs calculated upon an average GS grade of 11, Step 5 currently are about \$0.45 million per annum. A 20-year old records review will require 104 people earning \$2.05 million annually.

6. I gave Van Cook and Ritzert a status report on our program that covered organization, staffing, and development of guidelines, saying all should come together about 1 September and that we hoped to begin our review by 15 September. Because our permanent files include many DoD documents, we were requesting DoD's declassification guidelines and the same written authority to use them as had been given the Archivist. Van Cook asked to whom we wanted it sent and by whom. I said we would appreciate it being sent to the DDA in time for use on 15 September. Since they thought it should be signed by the Secretary of Defense, we agreed upon the DCI as recipient.

7. Van Cook said we should feel free to capitalize upon the experience of DoD declassifiers through the following Information Security Branch Chiefs:

Army - Col. Jan Harvey and his backup,  
Mr. Bruce Kutch. Tel. 697-7520

Air Force - Mr. Larry Myers and his backup,  
Mr. Donaldson. Tel. 767-4139

Navy - Mr. Dick Welch and his backup,  
Mr. Frank Larsen. Tel. 325-0127

DIA - Mr. George Zacharias. Tel. 695-2780

Van Cook repeatedly commended to me Dr. Rudy Winnaeker, retired historian for the Office of the Secretary of Defense as an invaluable contact and reservoir of institutional knowledge, especially as pertained to the records of the Office of Strategic Services. Dr. Winnaeker, now in his 70's, continues to work part time about four days a week as a consultant. He can be reached on tel. no. 697-4216. Dr. Winnaeker's backup, Mr. Sam Tucker, can be reached on tel. no. 697-4217.

8. The two-hour meeting was punctuated throughout with emphatic recognitions on the part of Van Cook and Ritzert concerning the unique difficulties to be expected by CIA in this endeavor.



**STATINTL**